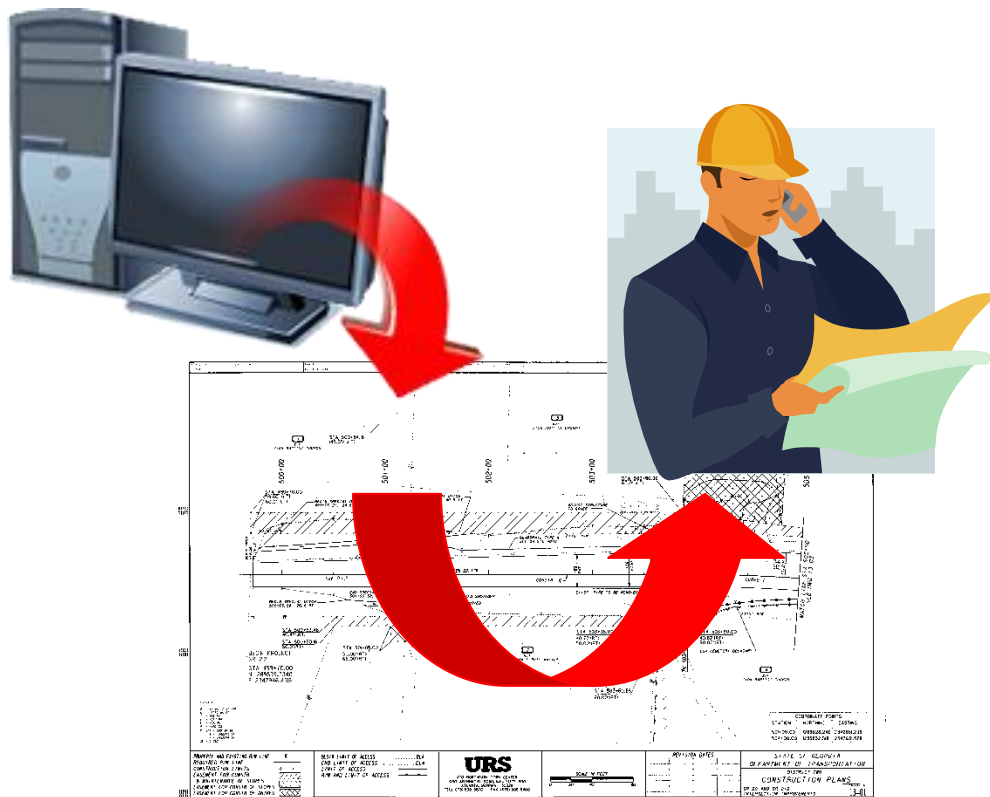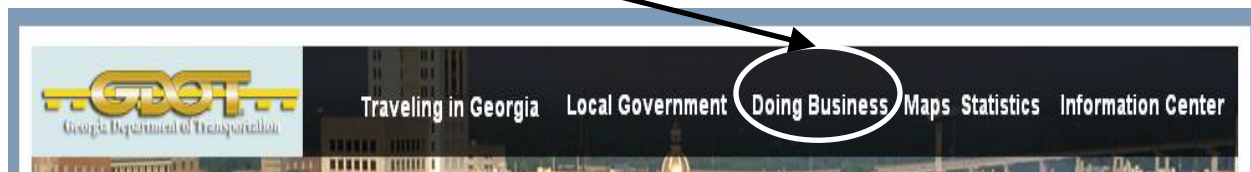# HISTORICAL PLANS ELECTRONIC RESEARCH

Historical Plans Research

In order to serve you, our customer, in a more efficient manner, we are completing a massive project to convert all of our historical plans into electronic format to provide easier access to plans through the web. This project is nearing completion, so not all plans are available online yet. We appreciate your patience as this process continues. As a result of this work, we now offer two options to locate the plans on your own from the web or to simply submit an electronic request for assistance to our GDOT staff. You can access all these options from ONE place!

➢ Direct link to the Historical Plans Research page:
  http://www.dot.ga.gov/doingbusiness/research/Pages/RoadDesignSearch.aspx

➢ The form can also be accessed from the GDOT web page.
  ✓ Main GDOT Homepage (http://www.dot.ga.gov/Pages/default.aspx)

  ✓ Doing Business category

  ✓ From the Doing Business page:

    o From the *QUICK LINKS* box at the top right of the page, click on the *Historical Plans Research* link
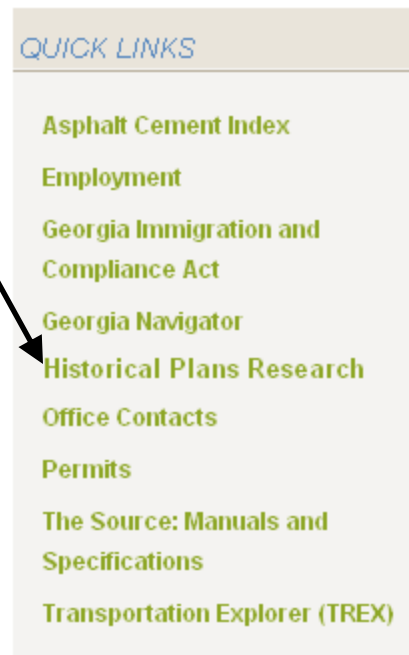
PLEASE NOTE: Until the conversion of all projects to electronic format is complete, please be aware that there will be projects that will appear within TREX below that will not be available in the Electronic Plans Search Utility. This is only a temporary situation that should be synchronized by the end of this year as part of the ongoing work.

Transportation Explorer

TREX provides you with an easy to use map and search capability to locate project plans. Though the search functions are a bit limited, the graphical interface makes it easy to use if you know the exact location for which you are looking.

First, make sure the "**Find**" parameter is set to "*Projects*" or "*Completed Projects*" based on the type of project for which you are searching.

Projects – Projects that have been LET to Construction and are still considered "Under Construction" (Final Acceptance has not been received)

Completed Projects – Projects for which Final Acceptance has been received

Then select your searching options: **County, PI Number, Project Number (any part of or the whole project number), Project Description (any part of the project description you may know)**.

Then, simply click "**Go**"… and any matching projects will be returned on the right side of the map.
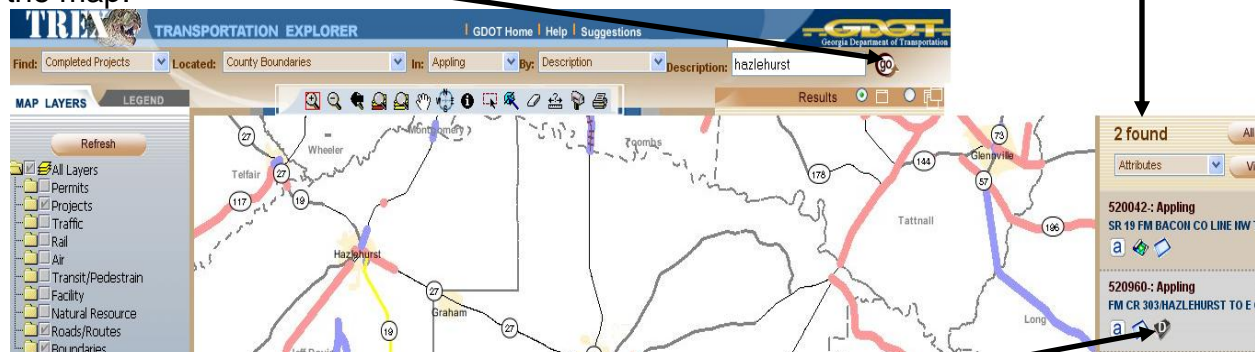
Click on a "*Plans*" icon (ArchiveStore) or (DesignStore) if present to begin reviewing the plan sheets.

Electronic Plans Search Application

This application provides extended searching capabilities that allow you to enter any pieces of information you may know about the location of the project for which you are searching and it will return all projects meeting that criteria. From there, you can narrow your search until you find the plans for which you are looking. First, enter the information you know about the project in question in the screen below and then click the **Submit** button at the bottom of the screen.

Road Detail Plan Search

Project Accounting No:		ROW Accounting No:	
County:	Select	Project ID:	
Project Description:		Project Type:	Select
Route No:		Work Type:	Select
Road Segment:	Begin Mile Point	Plans Completed Date: From	
	End Mile Point	To	
Document Type:	Select	No Sheet Type	☐

Submit   Reset

Please note that any revisions will not be available through searching this database. To view any possible revisions, you must either search through TREX (internal or external) or navigate to the actual folder (ArchiveStore or DesignStore) through Windows Explorer (internal only).

Next, if there are any matching projects, they will be listed in a new window below the search screen.

Road Detail Plan Search

Project Accounting No:	608	ROW Accounting No:	
County:	Select	Project ID:	
Project Description:		Project Type:	Select
Route No:		Work Type:	Select
Road Segment:	Begin Mile Point	Plans Completed Date: From	
	End Mile Point	To	
Document Type:	Select	No Sheet Type	☐

Submit   Reset

Please note that any revisions will not be available through searching this database. To view any possible revisions, you must either search through TREX (internal or external) or navigate to the actual folder (ArchiveStore or DesignStore) through Windows Explorer (internal only).

Search Results

2 Road Design Plans matching your search were found.

PROJECT ACCOUNTING NO.	PROJECT ID	DOCUMENT TYPE	PROJECT DESCRIPTION	COUNTY
S0608(1)	H001643	CONSTRUCTION	HOLTON CHURCH-ALMA ROAD	Bacon
S-0608(2)	H001644	CONSTRUCTION	DIXIE SCHOOL-ALMA ROAD	Bacon

Once you select a project from the links in the first column, the following screen will be displayed, allowing you to choose the sheets you would like to download by clicking the checkbox next to the desired sheet type (group of sheets) or desired sheet (expanded group view).

Click on the **"+"** next to the sheet types to reveal the actual sheets for that sheet type. Once you have selected the sheets you desire, click the **Download Selected** button to download a Zip file containing the TIF images of the selected sheets.

Project Accounting No: S0608(1)

Return to Search Results | Return to Search

Bacon County

Project ID: H001643

HOLTON CHURCH-ALMA ROAD

[Download Selected]

CONSTRUCTION

- ⊟ ☐ COVER
  - ☐ H001643_0001.TIF
- ⊞ ☐ TYPICAL SECTIONS
- ⊞ ☐ SUMMARY OF QUANTITIES
- ⊞ ☐ DETAILED ESTIMATE
- ⊞ ☐ MAINLINE PLAN AND PROFILE SHEETS
- ⊞ ☐ DRAINAGE AREA MAP
- ⊞ ☐ DRAINAGE X-SECTIONS/PROFILES
- ⊞ ☐ EARTHWORK CROSS SECTIONS
- ⊞ ☐ MASS HAUL DIAGRAM
- ⊞ ☐ BRIDGE PLANS AND DETAILS
- ⊞ ☐ GEORGIA STANDARDS

Plans File Room

The top portion of the form contains the requestor Contact Information. All fields in bold must be completed.

If you are a GDOT Employee, you can simply click on the checkbox at the top of the form.

The form will change to display an **Employee ID** field as shown above. Once the ID is entered and the user presses **Return**, all the employee's information will be filled-in automatically.

Using the Form – Project Information

Date Needed [ ] 🔲 ⟵ Click on the icon to display a calendar to select date

County [ ] ▼ ⟵ Click on the dropdown to select a county from list

Route # [ ] Enter a route number

Project # [ ] Enter a Project Accounting Number (if known)*

PI Number [ ] Enter a Project ID Number (PI #) (if known)**

* Example: FR-165-1(409), TSAP-120(1), etc.

** Example: 0000365, 123456-, etc.

(Document additional requests in Comment field)
Type Plans Needed (Plan Sheets, etc.)

[ ] ▼ ⟵ Click the dropdown to select a plan sheet type***

Media [ ] ▼ ⟵ Click the dropdown to select a media type from list

*** You can only select <u>ONE</u> plan type from the dropdown, but you can enter all additional plan types you need in the **Comment** field at the bottom of the form.

The options available from the Media dropdown are shown below along with the prices for each type media.

Media [ ] ▼
Hard Copy - ($1.50 per sheet)
CD - ($12.00)
Email
(clear)

NOTE: The maximum number of sheets that can be requested to be sent by email is 10. If you need more than 10 sheets to complete your request, please select another media type under the **Media** dropdown.

Landmark (Intersection, Creek, Railroad, etc.) [   ] ← Enter specific landmark information

Comment [   ] ← Enter any additional comments or plan types

[Submit] ←

Once you have completed the form, click on the **Submit** button to submit your request.
Request Submission Confirmation

You will immediately receive a confirmation message as shown below with a request number. If you need to follow-up on this request, please refer to the request number.

Confirmation

Thank you for your request for research to the GDOT Plans File Room. Your request submitted successfully and is being assigned to one of our research staff members.

If you have any questions, concerns, or need follow-up with our staff, please feel free to contact us at 404-631-1531 and refer to Request Number: **IMS000000029085**

[OK]

(Based on the type of plans requested, the contact information may vary.)

Researcher Email

You will also receive a system email that will contain the contact information of the specific research staff assigned to your request. If you have any attachments you would like to send in order to provide clarification, you can reply to the email address of the specific person in the body of the system email and attach your information.